

Camille Jackson

Address, City, State Zip Code | Phone Number | Email | LinkedIn Profile

Education

West Virginia University, Morgantown, WV
Bachelor of Science in Business Administration

May 20XX

GPA: 3.76/4.00

Major: Global Supply Chain Management

Minor: Data Analytics

Dean's List (All semesters), President's List (2)

Technical Skills

- SCM Globe, GLO-BUS, SAP ERP, HTML, QuickBooks, Python

Internship Experience

PepsiCo, White Plains, NY

May 20XX-August 20XX

Supply Chain Intern

- Assisted in organizing and facilitating team meetings including pre-shift meetings and roundtables
- Collaborated with 5 other interns to research and implement new ways to motivate the operations team to achieve performance targets
- Conducted a large-scale project to identify solutions for reducing waste within warehouses and manufacturing centers
- Presented waste reduction findings to fifteen other team members and 8 members of management

Undergraduate Project

Grow Ohio Valley, Wheeling, WV

Fall 20XX

Student Logistics Consultant

- Collaborated with five other students to develop methods of increasing efficiency within production processes
- Performed a cost analysis concerning the benefits of implementing a cooling system for the Grow Ohio Valley produce
- Developed a linear program with the assistance of a Grow Ohio Valley logistics professional

Work Experience

WVU Women's Basketball, Morgantown, WV

August 20XX-Present

Team Manager

- Manage logistics for daily practices including securing gym space, preparing equipment (e.g. basketballs, basketball shooting machines, water, towels), and cleaning space after practice
- Actively plan and execute recruitment visits for top perspective student athletes
- Assist in coordinating away game travel dates by effectively locating and booking hotel rooms

Involvement & Awards

Career Readiness Program (CRP), *Gold Member*

September 20XX-Present

Black Student Union, *Community Affairs Committee Member*

January 20XX-Present

Supply Chain Management Association (SCMA), *Event Planner*

August 20XX-Present

- Collaborated with a committee of four to plan a fundraising tailgate, totaling over \$1500
- Delivered presentation to over thirty Supply Chain Management peers on Blockchain

GM/Wayne State Supply Chain Case Competition, *Top 5 Finalist*

Fall 20XX

WVU Blue and Gold Scholarship Recipient

August 20XX-Present

Salvation Army, *Volunteer*

Fall 20XX

Resume Checklist

Personal Information

- Include your first and last name at the top in a large font (14-16pt).
- Phone Number:** List the number where you are most easily reached; set up a professional voicemail.
- Email Address:** Use a professional address, such as `firstname.lastname@gmail.com`. Avoid inappropriate prefixes, such as mountaineer.cutie@gmail.com.
- Address:** Different scenarios dictate which address (or addresses) you should include current, permanent, both, or none. If your address is close to the job location, include it. If the address is far away and you want to include your address, it can be beneficial to indicate that you are mobile or actively relocating since some companies find that they better retain talent who already live in close proximity.
- If you are active on LinkedIn, include the URL to your profile.

Formatting & Appearance

- Make sure your resume is one page.
- Use a readable font such as Calibri, Arial, Times New Roman (11-12pt).
- Differentiate sections by headings (e.g. Education, Work Experience, Involvement, Leadership).
- Put Education as the first heading, then organize headings in order of importance.

Education

- Include West Virginia University at the top of the Education section. Underneath, include Bachelor of Science in Business Administration.
- List Global Supply Chain Management as your major and include all minors and areas of emphasis.
- Add any undergraduate projects you have completed and include what you did, how you did it (research methods), and if you presented your findings.
- Add study abroad experience and include 1-2 bullet points about what the experience entailed.
- Include your GPA (always if above a 3.0; if below a 3.0, contact the CCD to discuss)
- Add honors (Dean's List, Scholarships, etc.). You can also create a separate section toward the bottom.

Work Experience, Leadership, Involvement, and Volunteering Sections

- List the name of the organization, the title you held, and the location (city, state).
- Put your start date (month and year) and end date (month and year).
- Bold or italicize job titles and/or the name of the organization.
- List experience in reverse chronological order (most recent first).
- Use bullet points to highlight your responsibilities and tasks.
- Use action verbs (present tense for current jobs, past tense for previous jobs).

Building Better Bullets

- Use quantifiable and measurable information in your bullets.
 - *BAD* Open-ended:** Helped managed children at summer camp
 - *GOOD* Measurable:** Managed over 250 children ages five to fourteen at a week-long day camp
- Ensure your bullet points are objective, rather than subjective or up to personal opinion.
 - *BAD* Subjective:** Experienced verbal communicator
 - *GOOD* Objective:** Delivered ten Ignite-style presentations to audiences ranging from 10-100 individuals on the topics of ethics in the workplace

Technical Skills

- Include technical (hard) skills, such as proficiency in various software systems.
- Do not simply list soft skills (e.g. teamwork or leadership). Demonstrate them via the bullet points of your experiences.